

Queen's Doctoral Internship in University Administration (QDIUA)

Office/Department/Program: Smith School of Business PhD-MSc Programs and Research Office

Job Title: Doctoral Intern – Undergraduate Research Engagement Coordinator

Number of Positions: 1

Fellowship Mentor: Laurence Ashworth, Associate Dean /April Wallace, Associate Director

Brief Description of Your Unit/Organization:

Smith School of Business at Queen's University is renowned for its excellence, innovation and leadership in business education.

From establishing the first undergraduate business degree a century ago to creating ground-breaking programs and courses in emerging areas including artificial intelligence, fintech, analytics, cultural diversity, team dynamics, social impact, and more, Smith is at the forefront of preparing you for the business marketplace. Smith offers a wide range of professional MBA programs and the PhD-MSc research-based graduate degree programs.

In addition to its rich tradition of academic and teaching excellence, Smith is known for delivering outstanding learning and development experiences. Collaborative learning, personal attention, individual and team coaching, opportunities for specialization, connection to a powerful global alumni network, corporate connections and partnerships, and a deep commitment to student success all characterize the Smith experience.

Internship Responsibilities and Learning Outcomes

Role Summary

Working under the supervision and mentorship of the Associate Dean/Associate Director, the Undergraduate Research Engagement Coordinator will work closely with the program office and student populations to promote the research culture at Smith, specifically targeting undergraduate populations. This position will be responsible for conducting an environmental scan of undergraduate student needs as they relate to research and programming while developing an understanding of the necessary activities and opportunities related to research. The incumbent will be responsible for gathering data through interviews and surveys, which also includes speaking to faculty members to understand their research needs and projects that may include undergraduate research assistants. This position will conduct an environmental scan of universities to determine how other schools engage their undergraduate populations with research.

Through the use of surveys and interviews, the Undergraduate Research Engagement Coordinator will determine desirable research opportunities for undergraduate students and gain an understanding of students who wish to pursue a research graduate degree. The incumbent will be required to create a system for tracking data and identifying methods to easily match prospective student research opportunities with interested faculty partners.

To further advance the research culture at Smith School of Business, this position will work collaboratively with the Research Office to execute research events. This position will create content

and leverage social media to assist with the promotion of events and research activities. The incumbent on occasion may be required to work and liaison with other departments at Smith School of Business outside of the Research Office.

The successful incumbent will also observe special considerations related to EDII and research.

Key Responsibilities:

- Conduct environmental scan of undergraduate business students and their understanding of research and research interests, both at Smith and other universities.
- Conduct interviews with faculty members to collect information related to their research projects and how undergraduate students may support such projects.
- Coordinate and execute research-related events.
- Design and deliver surveys to appropriate stakeholders.
- Conduct interviews with undergraduate students.
- Collect and interpret data results with the ability to summarize findings, identify challenges/opportunities, and make recommendations for the future.
- Present findings in a report to senior leadership at the Smith School of Business.

Intern Learning Outcomes:

During this internship, the intern will further develop the ability to:

- Coordinate a project through the design and execution of project plans and work plans.
- Build relationship management skills and the ability to communicate clearly with various departments at Smith School of Business in a professional setting.
- Manage time and meetings using a shared calendaring system.
- Work independently in a highly collaborative environment.
- Apply office-specific organizational and time-management strategies to managing competing priorities and deadlines.
- Design mechanisms to collect data and draw meaningful conclusions from the data.
- Design spreadsheets and reports to visually represent the data collected.
- Provide recommendations for the Research Office and the PhD-MSc Office.
- Apply data analysis to a tangible complex higher education challenge.
- Use an EDII lens when making recommendations.
- Assess own work performance and skill development, as well as future career development goals.

Required Qualifications:

- Must be currently enrolled as a PhD Student at Queen's University.
- Project coordination skills and experience coordinating small to medium-sized projects.
- Experience working on a team, using interpersonal skills to build positive and productive working relationships with others.
- Experience with event planning and coordination.
- Ability to be adaptable and flexible with the project needs.

- Time management and organizational skills are required to manage competing priorities and meet deadlines.
- Demonstrated analytical, interpretive, research, and problem-solving skills. Ability to synthesize information from a wide variety of sources. Ability to conceptualize creative plans and workable solutions.
- Strong written communication skills.
- Proficient with technology and software applications. Ability to learn new technology (e.g., Salesforce).
- Demonstrated commitment to principles of equity, diversity, accessibility, inclusion, Indigenization, and human rights for equity-deserving groups. Respects diversity and promotes inclusion in the workplace.

Additional Assets:

- Experience conducting needs assessments, focus groups, and consultations.
- Knowledge and experience using social media platforms for promotional purposes.

The PhD-MSc Department and Research Office at the Smith School of Business warmly invites a doctoral intern to our team! The successful incumbent will gain experience working in a professional business setting and gain a deeper understanding and appreciation of the administrative side of academic programming and growing needs for business students. The Undergraduate Research Engagement Coordinator will be considered part of the team, attend regular meetings and participate as needed with relevant working groups. Through mentorship and coaching conversations, the intern will learn more about the opportunities that exist to promote research among undergraduate students while developing related skills and specific knowledge in this area.